

Memorandum

To : All Commissioners

Date :

From : Commission on Peace Officer Standards and Training

Subject: COMMISSION MEETING
June 4, 1964
Los Angeles

PROPOSED AGENDA

1. Call to order 9:40 a.m.
2. Approval of Minutes - March 18, 1964
Modesto
3. Approval of Expense Claims
4. Certification of Schools
5. Resolution for J. Edgar Hoover
6. Police on Waivers for Prior Training
7. Eligibility for the Basic Certificate
8. Recruit Inspection Report
9. Human Relations Training
10. Staff Reports
11. Date and Location of Next Meeting
12. Adjournment

GENE S. MUEHLEISEN
Executive Officer

CERTIFICATION OF SCHOOLS

The Executive Officer recommended the following schools be certified to teach the Supervisory Course, retroactive to May 1, 1964:

1. College of San Mateo
2. California Highway Patrol Academy
3. Central Coast Counties Peace Officer Academy

Motion by Commissioner Andersen seconded by Commissioner Hicks, passed unanimously that the above named schools be certified to teach the Supervisory Course retroactive to May 1, 1964.

The following schools were submitted for certification to teach the Supervisory Course effective June 4, 1964:

1. Fullerton Junior College
2. El Camino College
3. Chaffey College
4. Central Valley Peace Officers Training School
5. Ventura College

Motion by Commissioner McDonnell, seconded by Commissioner Hicks, unanimously passed that the schools be certified to teach the Supervisory Course effective June 4, 1964.

El Camino College was submitted for certification of its pre-service police science program to be effective June 4, 1964. Motion by Commissioner Seares, seconded by Commissioner Hicks, passed unanimously that El Camino College Pre-Service Police Science Program be certified effective June 4, 1964.

RESOLUTION FOR J. EDGAR HOOVER

The following resolution honoring J. Edgar Hoover was unanimously adopted upon a motion by Andersen, seconded by Cottar:

WHEREAS, J. Edgar Hoover has served with dedicated zeal the cause of humanity, his country and the law enforcement profession for 40 years and has erected a formidable barrier of definition and reason against enemies from within and without the country, and

WHEREAS, he has imbued the forces of justice with his personal ideals and fortitude, and

WHEREAS, throughout his career he has been a perceptive exponent of integrity, equality and justice, and has lent his dignity and prestige to further the competence and status of law enforcement officers throughout the nation; therefore

State of California
Department of Justice

~~24th~~ 24

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

MINUTES
June 4, 1964
Los Angeles

The meeting was called to order at 9:40 a.m. by Chairman Kelsay. A quorum was present:

DAN KELSAY, Chairman
HOWARD W. CAMPEN, Vice Chairman
ROBERT T. ANDERSEN
ALLEN B. COTTAR
LOHN R. FICKLIN
JAMES V. HICKS
WILLIAM J. MC CANN
MARTIN C. MC DONNELL
ROBERT S. SEARES

Also Present: GENE S. MUEHLEISEN, Executive Officer
GEORGE H. PUDDY, Assistant
KENNETH W. SHERRILL, Field Representative
MRS. BEVERLY CHAPMAN, Stenographer

APPROVAL OF MINUTES

Motion by Commissioner Seares, seconded by Commissioner Andersen, unanimously carried that the minutes of the March 18, 1964 meeting be approved as mailed to all Commissioners.

APPROVAL OF EXPENSE CLAIMS

Motion by Commissioner Andersen, seconded by Commissioner Cottar, unanimously carried that the following expense claims of the Executive Officer be approved:

March 4 - 30	Riverside, Los Angeles, Modesto, Bakersfield San Diego, Victorville, Orange County, Long Beach, Anaheim	\$302.33
April 4 - 30	Berkeley, Whittier, Los Angeles, Long Beach, Monterey, San Diego, Palm Springs	240.48
May 13 - 17	Chicago	
	Air Travel	\$225.10
	Living Cost	<u>87.11</u>
		312.21
		<u>\$855.02</u>

BE IT RESOLVED that the California Commission on Peace Officer Standards and Training, at its meeting June 4, 1964, in Los Angeles, California, does extend its warmest regards and deepest appreciation to J. EDGAR HOOVER for his service in the vanguard of our common cause.

Copies will be forwarded to the President, the Attorney General and Mr. Hoover.

POLICY ON WAIVERS FOR PRIOR TRAINING

The Executive Officer briefed the Commission on what had taken place in the past three years relative to the policy on waivers for prior training. To make the Commission policy current and more specific, the following was proposed as a revised policy:

"In accordance with the opinions of the Attorney General, the Commission hereby provides that when a waiver for training is requested by a city or county and in the opinion of the Commission, the officer has received training or education which fulfills the requirements established by the Commission, whether or not in fact given at a certified school, the officer shall be exempt from the prescribed training or that portion of the training covered by previous education and training."

The Commission was furnished with four examples of requests for waivers received in recent months.

After considerable discussion of the proposal by all Commissioners, Commissioner Seares suggested that a policy be adopted and the Executive Officer be delegated the authority and report his action to the Commission. Commissioner Ficklin's motion, seconded by Seares, carried by a vote of 7 to 2, that the proposed policy be reworded to read:

"Upon a finding by the Executive Officer that an officer has received training equivalent to that specified by the Commission, the Executive Officer is hereby authorized to waive the requirements for completion of such training by said officer."

Commissioner Campen requested that the Attorney General be asked informally whether the Commission can adopt this as a policy or whether it will be necessary to include it in the rules and regulations.

ELIGIBILITY FOR THE BASIC CERTIFICATE

The similarity of this topic to the waiver of prior training policy was explained by the Executive Officer. He read the following proposed policy relating to Eligibility for Award of the Basic Certificate:

"1. In accordance with the opinion of the Attorney General the Commission hereby provides that when, in the opinion of the Commission, an applicant for the Basic Certificate has received training or education which meets the requirements established by the Commission, whether or not in fact given at a certified school, the applicant shall be considered to have fulfilled the equivalency of the prescribed Basic Course.

"2. Eligibility for the award of the Basic Certificate shall be limited to full salaried, permanently employed city police officers or peace officer members of a county sheriff's department."

After some discussion on the merits of the proposal, Commissioner Ficklin moved, seconded by Commissioner Seares, that the policy be reworded to read:

"Upon a finding by the Executive Officer that an officer has received training equivalent to that specified by the Commission for the Basic Course, the Executive Officer may issue the Basic Certificate to said officer.

"Eligibility for the award of the Basic Certificate shall be limited to full salaried, permanently employed city police officers or peace officer members of a county sheriff's department."

The motion carried by a vote of 7 to 2. The Commission directed that the Executive Officer request an informal opinion of the Attorney General to determine if all portions of the policy were legal. *[Opinion dated 7-14-64 mailed to all Commissioners on 7-17-64.]*
RECRUIT INSPECTION REPORT

Field Representative Kenneth Sherrill briefed the Commission on 18 jurisdictions he had recently inspected in compliance with Section 13512 of the Penal Code. The Commissioners received copies of forms used in the inspections (Attachment A); the "Background Investigation" form used as a sample for jurisdictions (Attachment B); and the State "Medical Examination" form which can be reasonably purchased by local jurisdictions (Attachment C). G. E. D. testing agencies were discussed briefly. Commissioner Andersen felt the Veteran's Testing Service list was incomplete. The Executive Officer pointed out that only an individual designated by the Veteran's Testing Service can be certified to give the G. E. D. test and that an agency such as a city or county personnel department cannot be designated to give secure form tests. Only secure forms are valid and anything else is not acceptable. Commissioner Andersen requested that follow-up action be taken to bring the lists up-to-date of Veteran Testing Service personnel authorized to give secure form G. E. D. tests and to determine whether local personnel departments can be used for this service. Commissioner McCann asked if the inspections revealed any serious deviation from the minimum requirements. He was told that many of the jurisdictions were weak on background investigations and will be re-visited to determine that any deficiencies are corrected.

The Executive Officer pointed out the importance of our advisory role in personnel and training problems as part of the field inspections. Commissioner Seares stated he felt the Commission needed to know at periodic intervals that an "x" number of inspections were conducted; that "y" number have been found to meet standards; that "z" number have been found to be lacking; and that re-inspection has shown deficiencies to be corrected. He suggested that action then be taken if there is a failure to comply.

No motion or action was taken on this suggestion as the ultimate action required of the Commission in cases of non-compliance is set forth in Section 1009 of the Rules and Regulations. The Executive Officer stated the suggested reports will be made in the future. Commissioner McDonnell suggested that the Commissioners in a particular area be made aware of the situation so they may be of some help in correcting deficiencies.

HUMAN RELATIONS TRAINING

The Executive Officer read a letter from Chief of Police W. H. Parker of Los Angeles written at the direction of the Los Angeles Police Commission. The letter forwarded the report and recommendations of the Special Citizens' Law Enforcement Committee of the Los Angeles County Commission on Human Relations, dated January 6, 1964. The report contained recommendations involving police training in the field of human relations. Chief Parker also invited an exchange of viewpoints on the subject. The letter and report were reviewed and discussed at length.

The Executive Officer reported he had acknowledged Chief Parker's letter and had advised him that we stand ready to assist his Training Evaluation Committee in any possible way and had notified the department that agenda time had been provided at the June 4, 1964 meeting. Los Angeles Police Department representatives did not appear at the meeting due to a conflict of dates with the opening of a new L. A. P. D. Division facility.

Testimony before the U. S. Civil Rights Commission was also discussed. Commissioner McCann asked if the Los Angeles Sheriff's Department testimony should be distributed to the certified schools. The Executive Officer suggested it be reviewed by Commissioner McCann for evaluation before possible dissemination. Commissioner Andersen suggested copies be distributed to all Commissioners.

There was a general discussion of the need and importance of human relations training. The Executive Officer briefed the Commission on the extent of human relations training and race relations training now required in the program. No additional action on the subject was taken by the Commission.

STAFF REPORTS

- a. The photograph of the award presented to George H. Brereton was displayed to the Commission.
- b. The Executive Officer briefed the Commission on his Chicago trip to the I. A. C. P. Education and Training Committee meeting. He reported that the Ford Foundation is expected to grant \$400,000 to I. A. C. P. to conduct research in the field of developing professional police standards on a nationwide basis. The research would include the possibility of accrediting police colleges. It was reported this was a very challenging and important project. The Executive Officer stated he had been asked to accept an important position on the project staff and had declined the offer.
- c. Progress Report on New York Program - Basic and Intermediate and Supervisory Certificates are issued by New York upon completion of appropriate courses.
- d. It was requested that the financial report distributed to all Commissioners be accepted into the record. Commissioner Andersen questioned the balance of \$27,936.76 in the financial report. Mr. Puddy gave the revenue and expenditure figures for the month of May and informed him that the present balance was approximately \$86,000 and that we are running true to budgetary predictions. Motion by Commissioner Andersen, seconded by Commissioner Hicks, passed unanimously that the Financial Report be accepted as mailed to all Commissioners. (Attachment D)
- e. Each Commissioner was presented a copy of the Population Comparison of Cities Meeting P. O. S. T. standards within the 13 Regional Divisions of the League of California Cities. (Attachment E)
- f. Each Commissioner was presented a copy of the "California Peace Officer Standards and Training Program", a speech given by the Assistant Executive Officer on his trip to Arizona to address the Arizona Chiefs of Police Association.
- g. The article which appeared in the "County News" entitled "Fearless Freddy and the Keystone Cops" was discussed briefly. The Executive Officer explained the developments in the case and that the editor, Mr. Broadhurst, had indicated that a retraction of his Editor's Note, somewhat derogatory toward the P. O. S. T. Program, would not be made.
- h. Area recruit examinations were discussed briefly. Commissioner Kelsay stated his county had been using this method for several years. The Standards and Ethics Committee of the Peace Officers Association is working on two pilot projects, one in northern and one in southern California to present area written examinations and eligibility lists. Each

individual city will hold its own oral and other portions of the examination and share the cost of conducting the exam. Appointments from the eligible list would be made by participating cities of those candidates who meet their respective physical, educational and age standards.

DATE AND LOCATION OF NEXT MEETING

Motion by Commissioner Ficklin, seconded by Commissioner Campen, passed unanimously that the next Commission meeting would be held on September 3 at Little River.

ADJOURNMENT

The meeting was adjourned by the Chairman at 1:10 p.m. upon a motion by Commissioner Andersen, seconded by Commissioner Cottar.

Respectfully submitted:

A handwritten signature in cursive script that reads "Gene S. Muehleisen".

GENE S. MUEHLEISEN
Executive Officer

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING
RECRUIT STANDARDS INSPECTION
GENERAL PROCEDURES

Jurisdiction

Date of Ordinance

Officials Interviewed

A. HIRING PROCEDURES

1. Local Residence Required Yes ☐ No ☐ Period Required _____
2. Competitive Examination Yes ☐ No ☐
3. Written Entrance Examination Yes ☐ No ☐
% weight of Final Score _____
4. Oral Entrance Examination Yes ☐ No ☐
% weight of Final Score _____
5. Physical Agility Test Yes ☐ No ☐
% weight of Final Score _____
6. Position requirements adopted in local civil service or personnel law?
Yes ☐ No ☐
7. Position requirements stated on examination announcement? Yes ☐ No ☐
 - a. Copy obtained for P. O. S. T. File? Yes ☐ No ☐

B. ADDITIONAL SCREENING PROCEDURES

1. Psychiatric Evaluation by M. D. ☐
2. Psychological Tests:

Name of tests: _____

Name and Address of Psychiatrist or Psychologist

ATTACHMENT A

B. Continued

3. Polygraph Examination ☐

Name and Address of Examiner

4. Other _____ ☐

C. EMPLOYMENT INTERVIEW BY DEPARTMENT STAFF

1. Board made up of:

- a. _____
- b. _____
- c. _____
- d. _____
- e. _____
- f. _____

2. Other _____

D. BACKGROUND INVESTIGATION PROCEDURES

1. Is comprehensive personal history statement form used? Yes ☐ No ☐

a. Copy obtained for P. O. S. T. Files ☐

b. Point at which form is completed by applicant _____

2. Name and rank of personnel investigator _____

a. Other duties _____

b. Years of police experience _____

c. Is recommendation or opinion of investigator required Yes ☐ No ☐

3. Written report is submitted to:

Department Head ☐ Other _____

Where is report filed? _____

4. Is applicant required to submit copies of: birth record, degrees, diploma or school transcripts, marriage license, divorce decrees, military discharge?

Other _____

a. Procedure used _____

D. 4. continued

b. Are all records kept in Department personnel file? Yes ☐ No ☐

If no, where filed? _____

5. Are interviews conducted with wife or family of applicant? Yes ☐ No ☐

E. MEDICAL EXAMINATION

1. Conducted by _____, M.D.

Address

2. Is examining physician public employee? Yes ☐ No ☐

Title of Position _____

3. Does Department pay for applicant's examination? Yes ☐ No ☐

If not, what charge is made to applicant? _____

4. Is a standard medical examination form used? Yes ☐ No ☐

a. Does form contain physician's statement covering any indications of mental or emotional instability? Yes ☐ No ☐

5. Does physician furnish Department with written report of findings? Yes ☐ No ☐

6. Is copy of examination retained by the local jurisdiction? Yes ☐ No ☐

7. Does jurisdiction have legal machinery for applicant's appeal from rejection for cause? Yes ☐ No ☐

F. COMMENTS AND RECOMMENDATIONS:

INDIVIDUAL RECORDS VERIFICATION

Name of Trainee

Date of Appointment

I. CITIZENSHIP AND AGE:

☐ Birth Certificate or Naturalization Papers In File ☐ None ☐

Date Issued _____ Place and Date of Birth _____

☐ Other Verification

2. FINGERPRINTS:

☐ Return Forms on File from C.I.I and F.B.I.

☐ Not on File ☐ Name Check of Relatives Made

QUESTIONABLE ARRESTS and/or CONVICTIONS:

☐ None Remarks: _____

3. PERSONAL HISTORY INVESTIGATION

☐ Yes ☐ No Driver License Examined. By whom

☐ Yes ☐ No Motor Vehicle Files of Each State of Residence Examined

☐ Yes ☐ No Major Employers' Records Verified by ☐ Letter
☐ Investigator

☐ Yes ☐ No Military Record ☐ Honorable Discharge

Military Records Center contacted ☐ Yes ☐ No

☐ Yes ☐ No Neighborhood checks made Number

☐ Yes ☐ No Organizations (Social and Fraternal) checked

☐ Yes ☐ No Were police files in each community of residence checked?

☐ Yes ☐ No Were follow-ups adequately covered on evidence of derogatory information?

Remarks: _____

4. EDUCATION

<input type="checkbox"/> High School Graduate	_____	_____	_____
	Date		School and Location
<input type="checkbox"/> G. E. D.	_____	_____	_____
	Date	Form	Place of Examination
<input type="checkbox"/> Junior College Graduate	_____	_____	_____
	Date		School and Location
<input type="checkbox"/> B. S. Degree or Higher	_____	_____	_____
			School and Location
<input type="checkbox"/> Copy of Degree, Diploma, or Transcript on File.	<input type="checkbox"/> Not Verified		
Original examined by _____			

Remarks: _____

5. PHYSICAL EXAMINATION

Examined by _____, M.D.

Official Title

☐ Adequate ☐ Inadequate Vision: Weaker Eye 20/

Remarks: _____

6. ORAL INTERVIEW

<input type="checkbox"/> Department	Board Made up of:	_____
<input type="checkbox"/> Personnel Staff		Department Head
	Others:	_____

Remarks: _____

Inspection by _____ Date _____



COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

ROOM 233 FORUM BUILDING
SACRAMENTO 14, CALIFORNIA

FINANCIAL REPORT
PEACE OFFICERS' TRAINING FUND
APRIL 1964

REVENUE

Training Fund Balance - December 31, 1963	\$112,991.05	
Revenue - Accumulated	191,305.14	
Revenue - April 1964	<u>69,075.09</u>	
		\$373,371.28

EXPENDITURES

Administrative Expense - Accumulated	\$ 16,524.84	
Administrative Expense - April 1964	<u>5,539.25</u>	
		\$ 22,064.09

ENCUMBRANCES

Applications for Reimbursement - Accumulated	\$252,295.98	
Applications for Reimbursement - April 1964	<u>71,074.45</u>	
		\$323,370.43

TOTAL EXPENDITURES		<u>\$345,434.52</u>
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NET BALANCE - April 30, 1964		\$ 27,936.76
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FINANCIAL REPORT ANALYSIS
1964 Period of Allocation

	<u>REVENUE</u>	<u>REIMBURSEMENTS ENCUMBERED</u>	<u>ADMINISTRATIVE EXPENSE</u>
January 1964	\$ 56,547.20	\$124,283.70	\$ 6,117.69
February 1964	66,249.52	97,794.02	5,074.80
March 1964	68,508.42	30,218.26	5,332.35
April 1964	69,075.09	71,074.45	5,539.25
	<u>\$260,380.23</u>	<u>\$323,370.43</u>	<u>\$22,064.09</u>

REVENUE COMPARISON

January thru April 1963

\$124,667.16

January thru April 1964

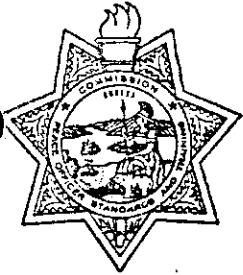
\$260,380.23

ENCUMBRANCE COMPARISON
(Jurisdiction Reimbursement)

\$189,842.27

\$323,370.43

Gene S. Muehleisen
GENE S. MUEHLEISEN
Executive Officer



COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

ROOM 235 FORUM BUILDING
SACRAMENTO 14, CALIFORNIA

POPULATION COMPARISON OF CITIES MEETING P.O.S.T. STANDARDS
WITHIN THE THIRTEEN REGIONAL DIVISIONS OF
THE LEAGUE OF CALIFORNIA CITIES
As of February 1, 1962 - June 1, 1964

	<u>1962</u>		<u>1964</u>	
1. Los Angeles County Division	4,857,870	95.0%	5,395,545	100.0%
2. San Diego County Division	806,925	96.5%	882,995	100.0%
3. Orange County Division	666,620	98.7%	825,695	99.8%
4. East Bay Division	1,025,365	95.6%	1,114,480	98.7%
5. Citrus Belt Division	282,605	63.0%	494,830	97.8%
6. Channel Counties Division	115,175	45.4%	294,740	96.9%
7. Central Valley Division	211,405	86.9%	243,390	96.6%
8. Peninsula Division	1,308,435	78.2%	1,687,580	96.5%
9. Monterey Bay Division	102,775	68.8%	163,740	93.4%
10. South San Joaquin Division	216,540	55.9%	361,370	89.0%
11. Sacramento Valley Division	290,445	67.8%	388,755	87.4%
12. North Bay Division	258,810	73.8%	330,150	86.3%
13. Imperial County Division	31,275	63.4%	34,210	67.3%
Over-all percentage		87.0%		98.0%